



Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited
139-P, Sector-44, Gurugram,
Haryana, 122003 (India)

REQUEST FOR PROPOSAL

FOR

Supply of Brand Promotion Merchandise

Issue Date:	17-September-2021
Bid Submission	22-September-2021 (EOD)

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1.0 Introduction and Scope

Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited (“Company”) is carrying on life insurance business in India. As part of supporting its operations and processes, the Company is looking for a partner for]Supply of Brand Promotion Merchandise for which this RFP is being issued.

1.1 Purpose

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for conducting Brand Promotion Merchandise detailed in **Annexure I** as per requirements of the Company. Based upon the review and evaluation of proposals offered in response to this RFP, Company may at its sole discretion negotiate and enter into contracts with one or more successful Bidders. As such there will be no volume commitment for the services to be delivered under this RFP by the shortlisted bidder.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Company reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

1.2 Request for Quotation Definitions

Throughout this Request for Quote, the following definitions are used:

- “Bidder” means a company incorporated under the Companies Act 1956, or a partnership firm (or such other entities or body of individuals/association) that submits, or intends to submit, a proposal in response to this “Request for Quote”;
- “Service Provider” means the Bidder(s) awarded a Contract resulting from this RFP;
- “Contract” means the agreement formed between the Company and the successful bidder as evidenced by an Agreement issued to the Company;
- “Contract Documents” means the Agreement, the Bidders proposal document, the RFP and such other documents as listed in the Agreement, including all amendments or addenda agreed between the parties;
- “Must”, “mandatory” or “required” means an absolute minimum function or capacity, which, if not satisfied in the proposal, may result in disqualification in the final evaluation;
- “RFP” means this request for quote including any amendments, attachments, and/or clarifications pertaining to this RFP that may be issued prior to the closing date; and,
- “Should”, “may” or “is desirable” means desirable but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot. However the final decision shall rest with the company.

2.0 Terms of the RFP

2.1 Acknowledgement

Company is releasing this RFP for “**Supply of Brand Promotion Merchandise**” on its website (www.canarahsbclife.com) with the sole aim of making the process free, fair & transparent and user friendly.

Response should be sent **through e-mail** to anil.raina@canarahsbclife.in with copy marked to amit.kaul@canarahsbclife.in, shashank.raj1@canarahsbclife.in, Hemant.sharma1@canarshsbclife.in and procurement@canarahsbclife.in. Complete proposal should reach us not later than **22-September-2021(end of day)**. Any proposal submitted after the due date & time will not be considered

Please note that the Technical and Commercial bid has to be shared as a separate file. **Technical Bid** (consists of Compliance to Annexure-I, Annexure-III) and **Commercial Bids** (Annexure-II) respectively. The Company is not responsible for non-receipt of proposals by the specified date and time due to any reason including holidays, delayed e-mail delivery, non delivery of e-mail due to server etc.

Kindly note Commercial bid Annexure-II should be submitted in duly password protected file. Bidder is expected to share the password only post a formal communication/e-mail is received from the Company for sharing the same. Bidder may note that password should **not be** shared as part of the bid submission process.

Bidders are requested to share the proposal in .PPT, .XLS, .PDF, .DOC, .ZIP formats **only**. Any other formats such as .RAR, .7Z or any non conventional format will not be accepted. Also proposal sent through google drive / any other such mode **will not be acceptable**. Company will reject the proposals, if submitted in such formats/modes/drives from further evaluation. Bidder to ensure that file size should not **more than 5 MB**. Bidder may send the proposal through multiple e-mails however in that scenario bidder to clearly mention mail 1/x, 2/x, 3/x and so on in the subject line

All questions / clarifications should be communicated only on email id shashank.raj1@canarahsbclife.in marking a copy to amit.kaul@canarahsbclife.in, Hemant.Sharma1@canarshsbclife.in, anil.raina@canarahsbclife.in, and Procurement@canarahsbclife.in. Last. Bids received after the stipulated time or the Due date or incomplete in any respect are liable to be rejected without any prior notice.

Last date for receipt of any query is **20-September-21**.

Kindly note below the complete details of our organization

Name - Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd.
Corporate Identity no.- U66010DL2007PLC248825
Telephone no. - +91 0124 4535500
E-mail - customerservice@canarahsbclife.in
Website address - www.canarahsbclife.com

2.2 Proposal Deadlines

Bid Submission: Company must receive duly completed and signed proposals in the manner prescribed no later than **22-September-21 (end of day)**

2.3 Company's Obligations

The submission and receipt of proposals does not obligate the Company in any way to commit to any Bidder(s). The Company shall not be liable for any costs incurred by Bidders in the preparation, presentation or any other aspect of the proposals received by reason of this request, nor is Company obligated to negotiate separately with any sources whatsoever in any manner necessary to serve Bidder's best interests. Company makes no representation, implied or express, that it will accept and approve any proposal submitted. Any and all Contracts which result from this RFP shall be non-exclusive, non-commitment, as-ordered agreements. Company shall not have any liability to bidders for any interruption or delay in access to the website to obtain the RFP document/details irrespective of the cause. Company will also not be responsible for any damages, including damages that result from, but are not limited to negligence. Also Company will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

2.4 Proposal Evaluation

Proposals submitted may be reviewed and evaluated by any person at the discretion of Company's internal evaluation team, including non-allied and independent consultants retained by Company now or in the future for the sole purpose of obtaining evaluations to proposals.

Bidders may be asked to further explain or clarify areas of their proposal in writing during the

The evaluation shall be done in terms of assessing the compliance to the desired requirement and then on the commercial bid.

Bidders are expected to submit their best bid in response to the RFP. The bids quoted shall be according to the scope of work (Refer Annexure I) in this document.

The only information regarding status of the evaluation of proposals that the team will give to any inquiring Bidder shall be whether or not that Bidder has been awarded a Contract. Company may, at its sole discretion, inform any inquiring Bidder of the reason(s) why it was not awarded the bid.

Company reserves the right to conduct a reverse e-auction after the completion of the RFP process, the schedule of which will be intimated later to all the pre-qualified bidders.

2.5 RFP Terms and Conditions Applied to Final Contract

The terms and conditions of the RFP, including the specifications and the completed proposal, will become, at Company's sole discretion, part of the final Contract (the "Contract") between Company and the selected Bidder. In the event that responses to the terms and conditions will materially impair a Bidder's ability to respond to the RFP, Bidder should notify Company in writing of the impairment. If Bidder fails to object to any condition incorporated herein, it shall mean that Bidder agrees with, and will comply with the conditions set forth herein.

Any exceptions to the terms and conditions or any additions, which Bidder may wish to include in the RFP, should be made in writing and included in the form of an attachment to the applicable Section in the RFP.

2.6 Terms Binding on Bidder

Following the date for submission of proposals, and prior to Contract award, the RFP shall be binding upon Bidder in all respects for a period of 180 days.

2.7 Hold Harmless

In submitting a proposal, Bidder understands that Company will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature

whatsoever based on the selection process, final selection, and any communications associated with the selection.

Company reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFP. In addition, Company reserves the right to add or waive any requirements contained in this RFP at its sole discretion with regard to proposals submitted. Company's decision on award of Contract shall be final and binding on all the Bidders.

Company shall be at liberty to cancel the RFP / reverse auction process at any time, before ordering, without assigning any reason.

2.8 Confidentiality Provision

The terms of this RFP, the information provided by the Company herein and all other information provided by Bidder in connection with the services offered to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of Company and upon the written agreement of the intended recipient to treat the same as confidential. Company may request at any time that any of Company's material be returned or destroyed.

Should Bidder choose not to respond to this RFP, please return all materials and any duplicates thereof at:

Title: RFP for " Supply of Brand Promotion Merchandise"

Kind Attn: Anil Raina

Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd.
139-P, Sector-44, Gurugram,
Haryana (INDIA) 122003

2.9 Sub-Contracting

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting, franchisee, contract to hire, consultant etc. for core activities done by the Bidder. The deputed person should be only on bidder rolls.

2.10 Acceptance of Proposals

Company reserves the right to modify the terms of the RFP at any time at its sole discretion and the same will be uploaded on the website <http://www.canarahsbclife.com>. The bidders have to remain updated about the same from the website and Company will not be responsible for such information not being downloaded by the bidder. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder not to disclose the nature of any proposal received.

This RFP should not be construed as an agreement to purchase products or services. Company is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria.

- a) The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.
- b) All quotes to be supported by Copy of Pan Card, Certificate of incorporation, GST registration

c) Company reserves the right to terminate the Agreement/ Contract in case Service Provider gets blacklisted by any other organization/Department of Government of India or State Governments during the course of supply of material or services, if Service Provider is convicted in a legal/tax evasion case or on account of any other legal misconduct of the Service Provider, unsatisfactory past performance, corrupt or fraudulent practices, any other unethical business practices.

d) The bidder shall disclose if any of the bidder(s) are sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are applying for this RFP/RFP process. Further the Service Provider shall disclose if any of its sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are related to the Company and/or to its employees/directors/shareholders.

e) Please submit the flowing document along with proposal.

Annexure –III – Service Provider Profile form. Duly filled Service Provider profile form along with the document mentioned above in point no. b. The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.

2.11 Evaluation and Selection

A committee will evaluate proposals against the requirement as detailed herein. Proposals meeting all the requirements will then be assessed. Company's decision on evaluation shall be final and binding on all the bidders. Any deviations from the skill set / experience / prerequisites/ requirements and/or the terms and conditions of the Tender Document shall be submitted explicitly along with convincing reasons in the format attached (refer Clause 5.2). Company will not provide any justification in case it rejects the deviation and Company reserves all rights to reject or accept any deviation.

In case the Bidder intends to notify any grievance or concerns pertaining to the fairness of the complete process including but not limiting to bid submission or selection of Service Provider then the Bidder may send an e-mail at **whistleblower@canarahsbclife** giving requisite details for seeking any clarification.

2.12 Liability for Errors

While Company has used considerable efforts to ensure an accurate representation of all the details as is required for the proposed services, the information contained in this RFP is supplied only as a guideline for Bidders. The information is not guaranteed or warranted accurate by Company, nor is it necessarily comprehensive or exhaustive.. In the event Company finds that the objectives of the intended outsourcing is better achieved by processes/procedures other than those mentioned in this document, Company shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

2.13 Acceptance of Terms

All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.

2.14 Ownership of Proposals

All documentation, including proposals, submitted to Company will become the property of Company.

2.15 Use of Request for Proposal

This document or any portion thereof, is the property of Company and may not be used or copied for any purpose other than the submission of the Bidder's proposal.

2.16 RFP Schedule

- **Company floats RFP** **17-September-21**
- **Technical Clarification** **20-September-21**
- **Bid Submission** **22-September-21 (END OF DAY)**

2.17 Delay in performance of the obligations by the Bidder

The short listed Bidder(s) must strictly adhere to the schedule, specified in the agreement to be executed between the Company and the Bidder(s) for performance of the obligations arising out of the agreement and any delay will enable Company to resort to any or both of the following:

- i. Time and date stipulated for completion of work is the essence of the contract.
- ii. If any part of the contract is not satisfactorily remedied within reasonable time, Company may proceed to do the work at Bidder's risk and expenses without prejudice to any other contractual rights, which Company may have against Bidder in respect of any such non performance.
- iii. Poor quality and non completion of agreed numbers can attract penalty

3.0 Proposal Preparation

This section defines the proposal preparation and submission procedures, which are to be followed by all Bidders. Bidders are cautioned to carefully read and follow the procedures required by this RFP. Please note that deviations may be cause for rejection of your proposal.

3.1 Proposal Format

As part of the Bid documents, the Bidder shall provide other details, and shall also adhere to the instructions mentioned below:

- a) Bid submission will be electronic mode Technical and commercial proposal should be attached separately. Commercial proposal to be provided in duly password protected file.
- b) One page letter of introduction identifying the Bidder and signed by the person or persons authorised to sign and bind the Bidder to statements made in the proposal. The returned RFP will be referenced as an attachment if/when a contractual agreement is executed. This document has to be uploaded and mapped with this corresponding schedule.
- c) Please follow the format of this RFP, placing answers in the text box immediately after sections requiring responses. Please do not enter any information into any part of this document other than the boxes provided. The boxes can be expanded to accommodate responses of any length.
- d) Price to be submitted separately in duly password protected file.
- e) No changes to the lines, format or structure of this document is permitted. Changing the documents in any way, other than inserting the required information, shall be considered

cause for your Company's disqualification from further analysis and participation in the RFP Process.

- f) Any additional information, brochures, etc., can be provided at the discretion of the Bidder and should be clearly labelled and uploaded.
- g) Bidders to submit the draft agreement copy along with the RFP response.

3.2 Notification of Changes

All recipients of this RFP will be notified of any changes if any made to this document prior to the due date of submission of proposals.

3.3 Changes to Proposed Wording

The Bidder will not be permitted to change the wording of its proposal after submission to Company. No words or comments will be added to the general conditions or detailed specifications unless requested by Company for the purposes of clarification.

3.4 Bidder's Expenses

Bidders are solely responsible for their own expenses in preparing and submitting a proposal to Company, if any.

3.5 Completeness of Proposal

By submission of a proposal, the Bidder warrants that all components required to manage the program have been identified in the proposal or will be provided by the Company at no charge.

3.6 Currency and Taxes

Prices quoted are to be:

- In Indian rupees;
- Exclusive of all taxes.

4.0 Pricing Model

The Bidder is expected to provide the commercials for the desired bill of material in the format mentioned in **Annexure-II**

5.0 Scope

The company is in the process of identifying suitable Service provider who can provide services as detailed in **Annexue-I** attached.

5.1 Criteria

The purpose of this section is for Bidders to provide information and demonstrate to the Company that its services offering satisfy Company's requirements.

The bidder should also demonstrate that it has the financial and organizational infrastructure to fulfil the fundamental requirements set out in this RFP. Bidders not meeting them or not demonstrating that they do meet them may not receive further consideration during the evaluation process.

Wherever applicable photocopies of relevant documents / certificates must be submitted as proof in support of the claims made for each of the above mentioned criteria. The Company reserves the right to verify / evaluate the claims made by the bidding organizations independently.

5.2 Deviation Sheet**Deviations from Technical Specifications and Terms and Conditions of the Tender**

Sl No	RFP Document Clause	Technical Specification or Terms and Condition in the RFP document	Deviation offered	Reasons and whether deviation adds to the operational efficiency in case of the systems
1				
2				
3				

Note:

Deviations from any of the terms and conditions of the tender document should be specified

If any deviations from the technical specifications are warranted, reasons for such variations should be specified and if such deviations/ variations add to improvement of the overall performance of the systems, those should be specifically mentioned and supported by relevant technical documentation as specified above.

5.2 Contract

The Contract / Agreement to be signed with the selected bidder(s) shall be as per the format of the Company.

ANNEXURE-I - REQUIREMENT DETAILS

Product	Brief Description	Product Image
Business Card Holder	New Management Business & Credit Card Wallet – Grey Ac808544_1-4	
Pen	<p>Cross Classic Century Medalist Ballpoint Pen</p> <p>Polished chrome ball-point pen with 23-karat gold appointments provides an elegant, smooth writing experience</p> <p>Patented propel-repel ball pen mechanism</p> <p>Cross trademark conical tip</p> <p>Manufacturer's lifetime mechanical guarantee</p> <p>Includes 1 Black Medium Ball-Point Refill (8513) in pen</p>	
Box	Hard card board (KAPPA BOARD) Gift box for Pen and card wallet with foam/sponge liner and CHOICE logo	

Bidder to ensure compliance to the above requirement. Any deviation will not be considered.

Branding should be as per Company requirements.

ANNEXURE-II – PRICE FORMAT

(Bidder to submit the proposal on letter head duly signed and stamped)

<u>Name of Bidder</u>	
<u>Contract Person</u>	
<u>Contact Mobile</u>	
<u>E-mail ID</u>	

Kindly submit the proposal as per the below format

Product	Brief Description	Quantity	Unit Rate (INR)	Total Cost
Business Card Holder	New Management Business & Credit Card Wallet – Grey Ac808544_1-4	3472		
Pen	Cross Classic Century Medalist Ballpoint Pen Polished chrome ball-point pen with 23-karat gold appointments provides an elegant, smooth writing experience Patented propel-repel ball pen mechanism Cross trademark conical tip Manufacturer's lifetime mechanical guarantee Includes 1 Black Medium Ball-Point Refill (8513) in pen	3472		
Box	Hard card board (KAPPA BOARD) Gift box for Pen and card wallet with foam/sponge liner and CHOICE logo	3472		

Bidder is expected to submit the best proposal keeping following in view:

1. Bidder is expected to submit the firm/fixed price including all the elements
2. Prices should include Branding on Product CHOICE Logo on all the merchandise.
3. GST will be paid extra however bidder is expect to mention the %age of GST'
4. Insurance and Freight inclusive (FOR, Gurugram)
5. Bidder to ensure Sample should be approved for mass production before award of order (for both branded and non branded)..
6. Bidder to share the best delivery period.
7. Branding and Packing shall be as per the company requirements. The product has to be delivered duly individually packed (with Company branded paper - Canara HSBC) so that it does not get damaged during transit. Cost of Packing to be inclusive. Kindly note add individually packed product should also be pasted with address, to be provided by Canara HSBC. All items to be packed and wrapped with Company logo paper.

ANNEXURE-III - SERVICE PROVIDER REGISTRATION FORM

	aapke vaade, sar aankhon par	Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited 139 P, Sector-44, Gurugram - 122003, Haryana, India					
Vendor Registration Form							
Company Details							
Entity Name							
Registered Address							
State	Haryana	PIN Code					
Phone #		Fax #					
Correspondence Address							
State	Andhra Pradesh	PIN Code					
Tele No. (O):	Country Code: <input type="text"/> STD Code: <input type="text"/> Nos. <input type="text"/>	Contact Person: <input type="text"/>					
Fax No.(O):	<input type="text"/>	E – Mail: <input type="text"/>					
Mobile No. (O):	<input type="text"/>	Web Site: <input type="text"/>					
Country of Company Incorporation / Headquarters	<input type="text"/>						
Company Business Operation (List of Countries)	<input type="text"/>						
Name & Designation of Principal Officers/Persons to be contacted							
No.	Name of the Person	Designation	Contact No.	E - Mail	Location		
1							
2							
Nature of Business (Please Tick the Appropriate)							
<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Sole Selling Agent	<input type="checkbox"/>	Dealer	<input type="checkbox"/>	Trader
<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Service Provider	Business Description: <input type="text"/>			
Nature of Company (Please Tick the Appropriate)							
<input type="checkbox"/>	Proprietary	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Private Ltd	<input type="checkbox"/>	Public Ltd. / Govt
<input type="checkbox"/>	Small Scale Industry	<input type="checkbox"/>	Micro, Small and Medium Enterprises (MSME). MSME Registration No: <input type="text"/>				
PAN No	<input type="text"/>	Entity Name as per PAN	<input type="text"/>				
GSTIN *	<input type="text"/>	State	<input type="text"/>	PIN	<input type="text"/>		
HSN Code	<input type="text"/>						
Address as per GST Registration	<input type="text"/>						
Email ID for Correspondance on GST	<input type="text"/>						
* In case of multiple GSTIN please provide details in Annexure-I of this document							
Bank Details							
Bank Name	<input type="text"/>						
Address	<input type="text"/>						
State			PIN Code				
Bank Account No	Swift /FSC Code: <input type="text"/>						
DECLARATION							
The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.							
Place :	<input type="text"/>	Signature of Authorised Representative					
Date :	<input type="text"/>	of the Firm under proper seal					

Supporting Documents to be submitted along with this Form :

- 1) PAN Card
- 2) Certificate of Incorporation
- 3) Address Proof(Same as mentioned on Vendor form)
- 4) Copy Of GST Registration No
- 5) Cancelled Cheque

(DECLARATIONS)

RELATED PARTY DECLARATION FORM (BY VENDOR)

Vendor Name

Registered Address

State PIN

Details of Proposed contract to be entered into:

Does the Vendor (including its directors/employees/shareholders/sisters concerns/group companies) have any relationship or engagement (directly or indirectly) with the Company or any of its employees/directors?

Yes No

Please describe the relationship/engagement with the Company or any of its employees/directors

If the relationship/engagement is with a particular employee, Name of the Employee

Employee ID

Department

Designation

Nature of interest, if any in the proposed transaction

We hereby confirm that the involvement of any of the above mentioned persons with the Company or with any of its employees/directors will not in any manner unduly benefit us or the employee(s) of the Company and further confirm that no benefit/advantage have been exchanged between the Vendor and the employees/directors of the Company in respect of the proposed transaction.

We further confirm that the terms and conditions of the proposed contract will be at market rate and on an arms length basis.

Page 2

Place : _____ Signature of Authorised Representative
Date : _____ of the Firm under proper seal

ANTI BRIBERY&CORRUPTION DECLARATION

a) Parties represents to each other that they have not and agree that they shall not in connection with the transactions contemplated by this declaration make any payment or transfer anything of value, offer, promise or give a financial or other advantage or request, agree to receive or accept a financial or other advantage either directly or indirectly:

(i) to any government official or employee (including employees of a government corporation or public international organization) or to any political party or candidate for public office; or

(ii) to any other person or entity, if to do so would violate or cause Canara HSBC OBC Life to be in violation of the applicable legislations pertaining to bribery/ corruption.

b) It is the intention of Canara HSBC OBC Life and the Vendor/ third party service provider that in the course of their respective negotiations and performance of this declaration no payments or transfers of value offers, promises or giving of any financial or other advantage or requests, agreements to receive or acceptances of any financial or other advantage shall be made either directly or indirectly which have the purpose or effect of public or commercial bribery or acceptance of or acquiescence in bribery, extortion, kickbacks, greasing or other unlawful or improper means of obtaining or retaining business, commercial advantage or the improper performance of any function or activity.

Page 3

Place :

Authorised Signatory

Date :

Name

Designation

TO BE FILLED (SIGN & STAMP) IN CASE OF PROPRIETORSHIP

I, _____ hereby declare that I am the sole proprietor of **0** _____

My PAN Card No **0** _____ Is applicable for _____

Kindly issue cheque in favour of _____

Thanks

Signature and stamp

Name : _____

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Declaration

Following documents submitted along with vendor Registration form. Please mention **Yes/No** in the defined box

1 PAN COPY	
2 GST Refistration copy, REG-06	
4 Cancelled Cheque	
5 Proof of Address	
6 Incorporation Certification	
MSME Registration Certificate	
7 (In case registered under MSME act)	
8 E-mailed xls file as per guideline	

Signature and stamp